



Human Resources Department
p: 503-526-2200 f: 503-526-2572

**MANAGEMENT ANALYST
PUBLIC WORKS DEPARTMENT**

SALARY RANGE: \$4,598.53 - \$6,162 per month

CLOSING DATE: March 11, 2016, First Review; Open Until Filled

ABOUT THE JOB:

The city is seeking a skilled analyst to help research, analyze, track, and report key data on a variety of disciplines within the Public Works Department of a fast growing and dynamic community in the Portland metropolitan area.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist in fully utilizing the city's Asset Management Software (City Works) to track and prepare reports on infrastructure condition to inform the Capital Improvement Budget;
- Assist with budget preparation and monitoring;
- Research and evaluate best practices from other agencies to enhance and improve the City of Beaverton's systems and processes;
- Research the use and application of new technology in public works;
- Complete special projects assigned by Public Works Director while supporting the management team in the delivery of service to the community through water, sewer, street, storm water, street lighting and landscape/street tree maintenance;
- Participate in emergency management planning and preparations for response to major events that affect the city's utilities;
- Assist with communicating the activities and successes of the department.

TO QUALIFY:

Candidates must have strong computer and analytical skills along with a BA/BS in relevant field (MPA/MBA desirable) and a minimum of two years of experience or an equivalent combination of education and experience.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.



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VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.